



The UniTasterDays *How-to* for HEFCE National Networks and universities and colleges listing both standard and targeted events

Step 1: How do I register to get started on UniTasterDays.com?

You'll need to register to begin adding events to UniTasterDays.com. Simply click the 'Register to add events' link on the UniTasterDays homepage and fill out the registration form. Or use this direct link: <https://www.unitasterdays.com/uni-register.aspx>

If you select the 'YES' option for 'Are you a central schools liaison contact for your institution?' question, you will be able to edit all listings for your university or college. If you select 'NO' then you will only be able to edit or remove events that you have added yourself. You can have an unlimited number of central users.

You will then receive an automated email to setup a password which you can login with – your username is your email address.

I have registered. How do I add or edit events?

Click the 'Login to Manage Events' link on the home page, and then enter your username and password. Or use this direct link: <http://admin.unitasterdays.com/>

If you have forgotten your password, you can request a new one here too.

Once you are logged in, click the 'View / Edit Events' tab. From here you can either click the 'Add new event' button to add a new event or click any of your existing events to edit them (with real time updates).

How do I add or edit my institution profile?

This can be edited when you are logged in to the events administration area as well. Just click the 'Account Settings' tab and update away! You can now also add videos here too.

Step 2: Target your events at specific schools (this is an optional feature)

If you have events which are only offered to specific schools, you will not want to make them visible to all schools and subsequently attract interest from schools outside of your target list. Instead, we offer a school targeting tool. This ensures your events are only visible to the schools you wish to attract.



First - create a target school group

You need to identify your target schools by creating a school group. You can have as many school groups as you like, and each group can contain anything from 1 to 1,000 schools in it.

To create school groups, simply login to the administration area as normal (where you add events). You will then need to select the 'School Groups' option from the tabs at the top. Here, you can edit school groups you have previously created or create new groups, using the 'Add New Schools Group' button.

Then simply name the school group (the name is used for your reference only). Then start adding the schools in it, by clicking the pencil (edit icon) for that school group and adding away >> see next step.

Adding schools to the newly created school group

Schools are added using their postcodes. If you have several schools to add within that postcode area, simply enter the first part of the postcode and the search radius you would like and then use the tick box to select the schools you wish to include.

You don't need to enter the full postcode, but if you do, please insert a space between the first and last part of the postcode. I.e. 'B15 2TT' and not 'B152TT'.

School group created? Now associate your events with the school group

Once the group is created, you just add or edit an event as normal. You then need to select the school group to target when adding the event details, in the section asking 'Specific School(s) ONLY' in the new event screen.

Once that option is ticked, you then select the school group(s) you would like to associate with that specific event from the drop down tick box. That is all you need to do.

What happens for the end user?

When a target school enters their details in the 'My School Name' section of the UniTasterDays search (or the search portal you use for your own website), your targeted event(s) will display. If the school doesn't enter their details, they won't see your targeted event(s). So for general events, we would recommend listing this without target schools selected for greater visibility.

Need help with anything else?

If you have any difficulties, or suggestions on how we can make things easier, please contact us at any time:

Email: info@unitasterdays.com